



Health Safety and Welfare Policy & Arrangements For Clarendon Primary School and Children's Centre

Part 1: Statement of General Policy on
Health, Safety and Welfare

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Health, Safety and Welfare

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Health, Safety and Welfare

Part 1:

Statement of General Policy on Health, Safety and Welfare

Purpose:

The Governing Body & Headteacher:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors.
- Act in accordance with the general Health, Safety & Welfare policy of Surrey County Council.
- Require all managers in the school community to act in accordance with SCC/School H&S policy and procedures, and require same of persons that they supervise and take responsibility for.

Aims:

The Governing Body & Headteacher will provide as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant H&S legislation, and will, so far as is reasonably practicable ensure:

- A school/workplace in a safe condition.
- A safe working environment.
- Safe systems of work.
- Safe plant and equipment.
- Safe access and egress to all areas of the school.
- The safety of articles and substances for use at work and in school.
- Sufficient Instruction and Training Supervision

In support of the above, the Governing Body & Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for the significant finding to be properly incorporated into the school's H&S procedures.

Graham Coldman *Chair of Governors*

May 2018

William Neale *Headteacher*

May 2018

Policy review:

This policy was reviewed in May 2018 and is due for review again in May 2021

Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following H&S organisational structure, and roles and responsibilities are approved by the Governing Body & Headteacher:

1. The Governing Body

The Governing Body approves the H&S Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget, that sufficient and appropriate resources are allocated to implement the H&S Policies. *(See appendix one for an 'overview relating to the management of Health and Safety matters in school'.)*

The Governing Body will specifically:

- 1.1 Include health and safety targets, when appropriate, in the School Development Plan. These targets may include:
 - Provision of facility for health and safety purposes.
 - Strategies / systems to be developed to reduce accidents/incidents.
 - Training for Governors/staff.
 - revision of policy and / or procedure
- 1.2 Nominate a Governor as an H&S link between the Governing Body and the wider school community. This person will stay up to date with school H&S initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's H&S Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that H&S is an agenda item on full Governing Body termly meetings, and receive a termly H&S update / report from the Headteacher / H&S working group. This report will include information on:
 - Progress against any H&S targets included in the SDP.
 - Accident/incident analysis
 - Relevant H&S information received from SCC or its Advisers.
 - Suggestion on future H&S initiatives / actions.
- 1.5 Facilitate any necessary review of the school's H&S policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Manager for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of H&S. The Headteacher will advise SCC/Governors of any H&S issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (*as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.
- 2.3 There is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection & maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
 - The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of H&S training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include training relating to:
 - Headteacher H&S awareness
 - H&S Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - H&S Coordinator (School Business Manager)
 - Lifting and Handling
 - Working at heights

and any further specific H&S training identified by the training needs analysis as being necessary and appropriate.

- 2.7 Adequate and easily retrievable health and safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent H&S advice as required by the management of H&S regulations.
- 2.9 In partnership / consultation with the H&S working group, provide a termly H&S report to the full governing body.
- 2.10 The school cooperates and participates in the County's H&S monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.
- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the mean of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for H&S in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. an H&S Coordinator – school business manager) who may be tasked with the H&S administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers (Key Stage Co-ordinators / Subject Leaders)

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 H&S inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The H&S training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate H&S induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant H&S information and instruction.

5. Teaching Staff [Including supply]

Teaching staff are responsible for the H&S of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.

- 5.3 That they are conversant with the school's H&S policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretaker

The Caretaker is responsible to the Headteacher/School Business Manager, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic H&S inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas. (These may be carried out with others such as governors, H & S Co-ordinator etc)
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator (School Business Manager)

The Headteacher may appoint or nominate a Health & Safety Coordinator to carry out H&S functions and maintain an overview of the H&S organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the H&S Coordinator may include:

- 7.1 Having an overview of the school's H&S Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing & supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular health and safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all senior members of staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

8. All Employees [including temporary & volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their H&S responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/incidents in accordance with the school's procedure.

- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.
- 8.6 To follow all relevant codes of safe working practice and local rules.
- 8.7 To report any unsafe working practices to their Line Manager.

10. Health and Safety working group

The school has established an H&S working group which meets termly. The main purpose of the working group is to consult with staff on H&S issues, and agree H&S procedure. Minutes of the H&S from the working group are copied to Governors for termly Governing Body meetings. Membership of the H&S working group may include:

- 10.1 Headteacher
- 10.2 2 governor representatives
- 10.3 Health & Safety Co-ordinator / School Business Manager
- 10.6 Caretaker

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Access Control/Security

There are clear arrangements in place for processing visitors, protecting the site and managing an emergency following a security alert. (During the day the school site is locked and the front door has a security code pad in operation.)

2. Accident Reporting, Recording & Investigation

In the case of an accident, the Welfare Assistant should be notified, who will then make a report, which is submitted (where appropriate) to Surrey County Council, using their on-line accident / incident reporting system. (Accidents/incidents are investigated by the Welfare Assistant and the Headteacher, with any appropriate action implemented.)

3. Asbestos

The school has an Asbestos Survey Record kept in the school office, which is overseen by the School Business Manager and shared with contractors on request prior to any work starting on the premises. Any damage to asbestos materials should be reported to the School Business Manager immediately, who will contact the Surrey Helpdesk for advice. (No personnel will be allowed in this area until it is deemed safe.)

4. Contractors

Any contractor working on site will liaise with the school caretaker and has to sign in at the front office.

5. Curriculum Safety [including out of school learning activity/study support]

All off site activities have to be risk assessed by the lead teacher and then agreed by the Headteacher / EVC co-ordinator. (In the event of a residential, these also approved by SCC.)

Any potentially 'hazardous' activities, undertaken in school, also need to be risk assessed and approved in advance. Teachers are also responsible for considering any potential risks that could be associated with practical or physical activity and take appropriate steps to minimise this. (P.E lessons are only taken by teachers or personnel who hold an appropriate coaching qualification.)

6. Drugs & Medications

Written parental permission and administration details are collected by the parent / guardian in advance and held by the welfare assistant in the school office. All medicines have to be labelled by a chemist / doctor and are stored as directed with any medicine administered recorded in the school's administration folder. (Please see the school's medicine's policy for further details.)

7. Electrical Equipment [fixed & portable]

All portable electrical items are PAT tested annually and staff are expected to undertake regular checks of electrical equipment used, reporting any possible concerns to the caretaker / School's Business Manager.

8. Fire Precautions & Procedures (and other emergencies)

Fire drills are undertaken termly by the governing body Health and Safety working group. Outcomes are recorded in the fire procedures log with any subsequent actions identified. The school have uses appropriately trained fire marshals to check the building.

The fire alarm system is checked weekly by the school caretaker and fire extinguishers are checked annually by Chubb Fire.

9. First Aid

The school has a designated welfare assistant who is trained in first aid and a designated first aid point is in the school office. Most of the support staff also hold a valid first aid certificate, which ensures there is always a qualified first aider on every off site visit.

There is a designated first aider in the Children's Centre.

10. Glass & Glazing

All glass and glazing is kept in line with minimum government guidelines and replaced by approved contractors.

11. Hazardous Substances

Hazardous cleaning substances are kept and used in accordance with government health and safety guidelines.

12. Health and Safety Advice

If health and safety advice is required, the school contacts either Babcock or Surrey County Council for advice. (All notices, regarding health and safety sent by Babcock or SCC are shared with the caretaker and acted on accordingly.)

13. Housekeeping, cleaning & waste disposal

Appropriate arrangements are in place to ensure the school premises are kept clean, that the accumulation of rubbish is kept to a minimum, that appropriate signage is used to minimise risks of slips on wet floors and all discarded materials are disposed on correctly.

14. Handling & Lifting

The caretaker has undertaken moving and handling training.

15. Jewellery

The school has a clear policy in place relating to the wearing earrings and other jewellery by pupils. (Pupils are not allowed to wear ear rings or jewellery in P.E lessons)

16. Lettings/shared use of premises

The office and School Business Manager operate clear procedures in relation to lettings. This includes the sharing of school expectations and sharing of relevant documentation by the person / company making the letting. This includes:

- Public liability insurance certificate.
- Qualification certificates, if appropriate.
- DBS certificate if appropriate.
- Letting agreement with the school.

17. Lone Working

The Children's Centre operates a clear lone working policy. (This is also followed by the school, if ever a home visit is required.)

18. Long Term Evacuation Plan

The school has an update emergency plan in place, which outlines the actions and procedures to be taken in the event of an emergency, and a school disaster recovery plan to ensure the school's business can continue again as quickly as possible in the event of an emergency.

19. Maintenance / Inspection of Equipment

Maintenance and inspection is undertaken by SCC as part of the council's buyback scheme.

PAT testing is undertaken annually and staff are expected to report any concerns or defective equipment to the caretaker or School Business Manager.

20. Monitoring the Policy

Policy implementation and complaints are monitored and managed by the headteacher / School Business Manager.

21. Personal Protective Equipment (PPE)

Any appropriate personal protective equipment would be made available to school personnel if required for a particular task or following professional advice from the local authority. (This would be provided free of charge.)

22. Playground Safety

Any equipment defects are removed from use immediately and reported to the School Business Manager if repair from an external contractor is required.

The playground is staffed at an adult to pupil ratio. Where additional staff are required to support the needs of individual children, this is undertaken on an individual needs basis.

23. Reporting Defects

Any defects found in school should be reported to the caretaker or School Business Manager immediately.

24. Risk Assessments

The School Business Manager, in consultation with the Headteacher, will undertake any risk assessment relating to staff. This includes when staff are pregnant or completing a phased return to work.

Risk assessments relating to pupil visits and classroom based activities are undertaken by classteachers and agreed with the Headteacher.

25. School Trips/ Off-Site Activities

Risk assessments relating to off site visits are undertaken by the trip leader and agreed with the Headteacher. Residential visits are also approved by the Local Authority through the Evolve system.

Each off site visit to be accompanied by a member of staff who hold a current first aid certifica

26. School Transport

Any member of staff or school volunteer driving children in a minibus will have completed the Surrey Competency test. Any adult driving children in their car will have their insurance documentation checked to ensure it is appropriate.

27. Smoking and vaping

The school operates a no smoking of vaping policy.

28. Staff Consultation

The Health and Safety working group meets termly to undertake a health and safety walk and a fire practice.

If staff have any concerns relating to the completion of tasks, these can be recorded in the caretaker's work book. Other concerns should also be reported to the School Business Manager along with any suggestions they have regarding health and safety improvements.

29. Staff Health & Safety Training and Development

Relevant staff complete ongoing health and safety training.

30. Staff Well-being / Stress

School and county arrangements are place for supporting staff.

31. Supervision [including out of school learning activity/study support]

Groups of children are supervised in school at a ratio appropriate to their age and needs.

When children are out on educational visits, they are supervised at a staffing ratio appropriate to their age and needs. (School also follow the recommended adult to pupil ratio recommended by the Local Authority.)

School staff and regular volunteers all hold a DBS check. Any visitor supporting in school or on an offsite trip, as a one off, are supervised by a member of staff and never left alone with children. An internal risk assessment is also undertaken. (School procedures followed are in line with those recommended by the government and Local Authority.)

32. Swimming Pool Operating Procedures

The school uses the local public swimming pool for swimming lessons. Children are taught by a qualified swimming tutor, observed by qualified life guards and supervised by school staff.

33. Use of VDU's / Display Screens

Staff using computer screens as a major part of their role are entitled to eye tests funded by the school. Any defects in equipment are reported to the school business manager, who in turn will liaise with our managed service, as appropriate.

34. Vehicles on Site

Staff vehicles and authorised personnel are the only vehicles allowed to park on site. The school operates the following system to help ensure children can pass through this area safely at drop off/pick up times.

(When staff drive through the gates in the morning they need to stop and wait at the yellow line and check to see if there are any children or parents walking through. If there are people in this area, then they need to wait until it is clear. Once clear, staff can then drive through safely and park.)

35. Violence to Staff / School Security

The school gates and front entrance remain locked during and after the school day. Visitors enter through the locked front entrance and sign in at reception before entering the school. (Staff inspect the identification of visitors as appropriate.)

Staff report all incidents of verbal & physical violence to the Headteacher.

36. Working at Height

The school follows Surrey guidelines in relation to the appropriate working height for school personnel.

37. Work Experience

Work experience placements are organised through the Deputy Headteacher, who ensures that the appropriate paperwork is completed and the required procedures are adhered to. (These are in line with the government and county guidance for work experience students.)

Whilst the assigned class teacher supports and directs the work experience student on a day to day basis, the Deputy Headteacher maintains an overview of their placement, completes their induction, liaises with their school and manages any issues which may arise.

Appendix 1

An overview relating to the management of Health and Safety matters in school

The following information outlines the general school arrangements for the management of matters relating to health and safety in school:

- The governors and school complete all statutory risk assessments required for areas such as fire safety, asbestos review and tree and ditches checks.
- The governors and school complete an annual auditing of school premises to review its general condition of decoration; to check its suitability of use and, on a termly basis, to review the general school environment and identify any health and safety issues that need addressing, either as a priority or in the longer term.

Where areas are identified, the following process is followed:

- A list of works is established with key priorities budgeted for in the coming year. (A timetable of works is then agreed with the Headteacher and school business manager.)
- Where required works, covered by the school's buyback scheme with Surrey County Council, is identified the School Business Manager or Caretaker will make contact with the Surrey maintenance help desk to organise a surveyor visit or contractor to come out and complete the required works.
- Where larger works are required, specifications and quotations are drawn up and discussed at governor meetings and a programme of works is agreed. (**N.B** - Contracts awarded are done on the basis of 'Best value for money' with regard to quality.)
- When contractors arrive on the school premises, they are advised by the School Business Manager and Caretaker of the Health and Safety Regulations operating in the school and are required to go about their work with due regard for these.

If any required works are not covered under the Surrey Buyback scheme and exceed available funds, priorities will be determined on the following basis:

- The completion of any work that is required on an urgent Health and Safety basis. (This includes matters relating to general staff and pupil safety, electrical safety, heating, dangerous walls, leaking pipes etc.)
- The completion of work relating to the serious deterioration of the building, where any delay in repair will lead to increased costs.
- The completion of all other work, including decoration.